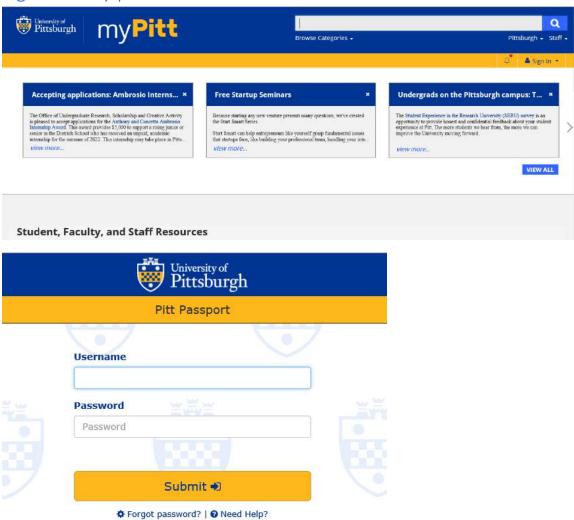
# How to Use the Dietrich School Scientific Stockroom DSS Punch-out in PantherExpress

Sign in to my.pitt.edu



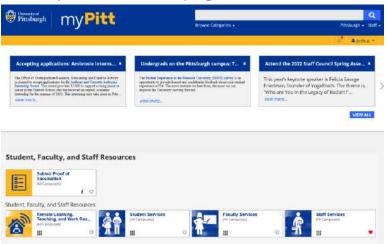
Receive your authentication



Use your Pitt Single Sign-in process to access my.pitt.edu.

Your computer screen will change in the my.pitt.edu... home page.

# The My.Pitt.Edu Webpage

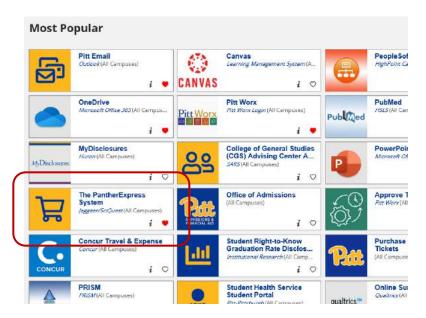


In my.pitt.edu scroll down looking in the scroll down to the center frame frame for The PantherExpress System.

You may need to click See More.

If you don't have access to PantherExpress you can look at our online catalog and or our excel parts list. Both are linked from the DSS Webpage: http://researchservices.pitt.edu/facilities/scientific-stockroom

Then tell your department buyer what you want.

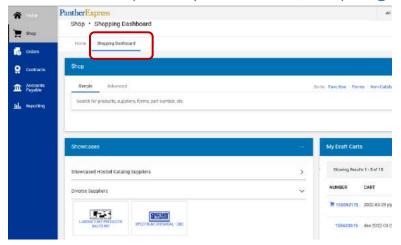


Click PantherExpress

# After Clicking PantherExpress the screen will change

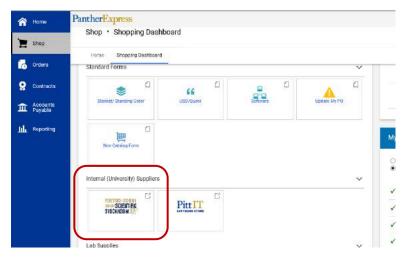


# The PantherExpress System Home/Shop Page



Use the Shop • Shopping Dash Board option selecting between it and the Home option

Scroll down to show the Dietrich School Scientific Stockroom logo.



Click the Dietrich School Scientific Stockroom button that has our logo on it.

The DSS Stockroom PUNCHOUT is under the Internal (University) Suppliers heading.

# Options for selecting products

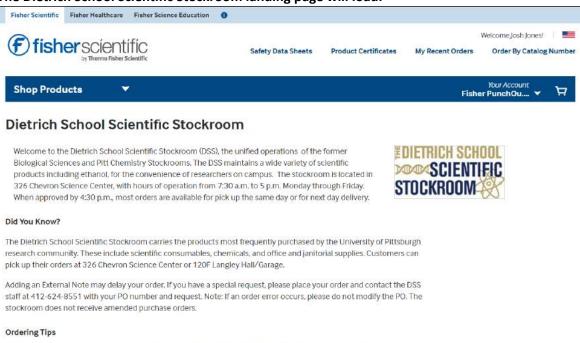
You have two ways to add items to your shopping cart:

Contents	<u>Page</u>

# Option 1.

1. USING DSS STOCKROOM LISTS	6	
2. Buying when you know the catalog Number	17	
NOW IN PantherExpress / Finalizing your Shopping Cart		

#### The Dietrich School Scientific Stockroom landing page will load.



You may wonder, "why does the punchout look like Fisher Scientific's Punchout?" The Stockroom is operated with inventory management support from Unity Lab Services (part of ThermoFisher Scientific) and as such, our PantherExpress System is integrated with the Fisher Scientific inventory management system known as RIMS. Our Stockroom catalog now runs off of the Fisher Scientific software platform, which is why it mirrors the regular Fisher Scientific Punchout. More Frequently Asked Questions are also available on the Stockroom webpage

http://researchservices.pitt.edu/facilities/scientific-stockroom.

# Option 1.

#### USING DSS STOCKROOM LISTS

#### Scroll down to the links for "My Hotlists"

Welcome to the Dietrich School Scientific Stockroom (DSS), the unified operations of the former Biological Sciences and Pitt Chemistry Stockrooms. The DSS maintains a wide variety of scientific products including ethanol, for the convenience of researchers on campus. The stockroom is located in 326 Chevron Science Center, with hours of operation from 7:30 a.m. to 5 p.m. Monday through Friday. When approved by 4:30 p.m., most orders are available for pick up the same day or for next day delivery.



#### Did You Know?

The Dietrich School Scientific Stockroom carries the products most frequently purchased by the University of Pittsburgh research community. These include scientific consumables, chemicals, and office and janitorial supplies. Customers can pick up their orders at 326 Chevron Science Center or 120F Langley Hall/Garage.

Adding an External Note may delay your order. If you have a special request, please place your order and contact the DSS staff at 412-624-8551 with your PO number and request. Note: If an order error occurs, please do not modify the PO. The stockroom does not receive amended purchase orders.

#### Ordering Tips

The most efficient way to shop the Dietrich School Scientific Stockroom is to utilize **My Hotlists** or **Rapid Order by Catalog Number**.



Rapid Order by Catalog Number

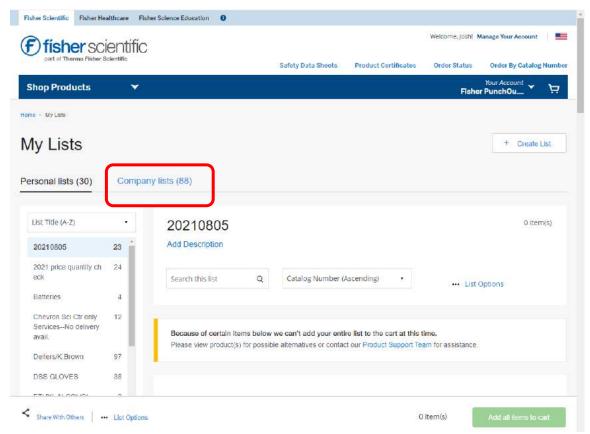
For additional ordering help, refer to the Shared Research Support Services DSS Information page.

#### **Quick Links**

University of Pittsburgh – Dietrich School Scientific Stockroom Catalog

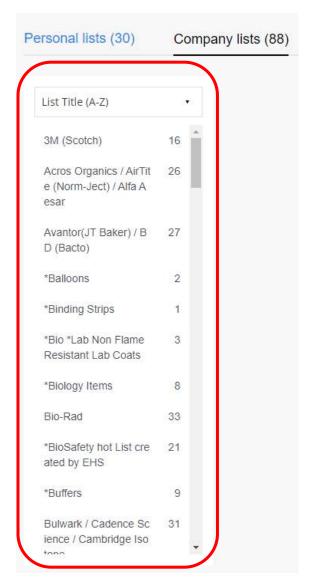
#### Click "My Hotlists"

If the page says login, then hit the [F5] button to refresh the screen.



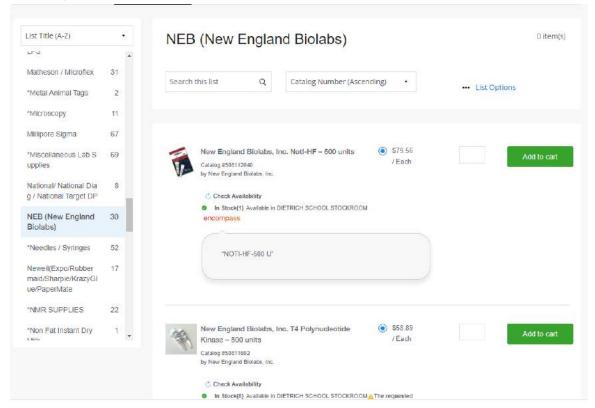
Select the "Company" My Lists

# We have Lists organized with type of supply, and Company Name

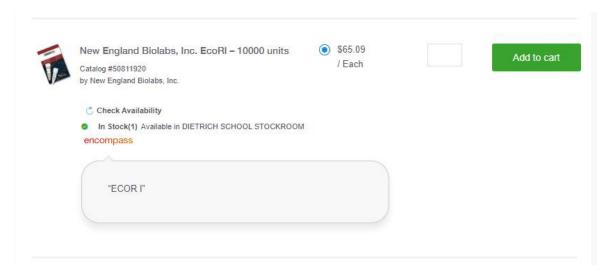


Select the type of item you want, or the brand of item you want.

# Example: NEB Items

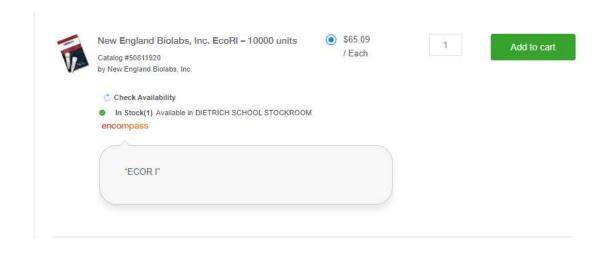


#### Scroll down to ecroi

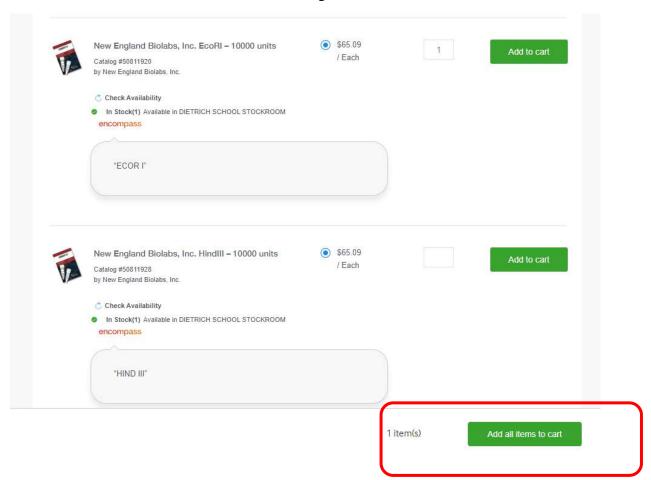


Enter 1 in the quantity.

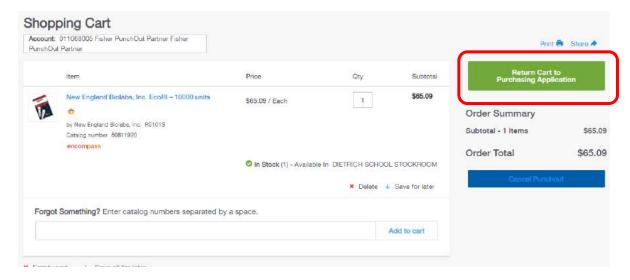
#### 1 Is indicated as added to your Cart



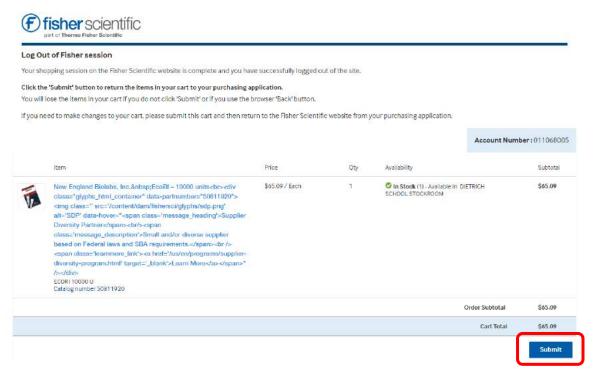
# Click "Add all items to cart" on the bottom right.



Verify you have the right item in you cart



# You Click the "Return Cart to Purchasing Application"



Click "Submit"

Proceed to the "NOW IN PantherExpress" Section

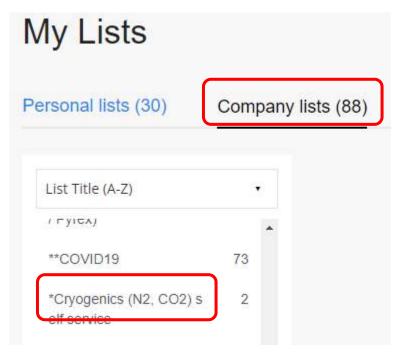
21

This page intentionally left blank.

# Adding Dry Ice to your cart that you obtained from the DSS Stockroom.

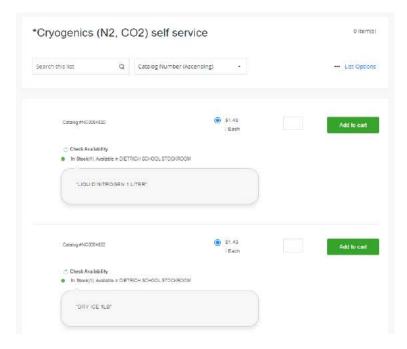
### **Back to my hot Lists**

Select "\*Cryogenics (N2, CO2) Self Service"



#### The hot List will load

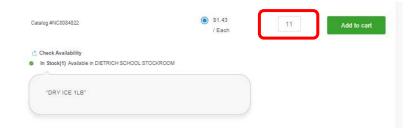
#### Using the 'Cryogens' Hotlist



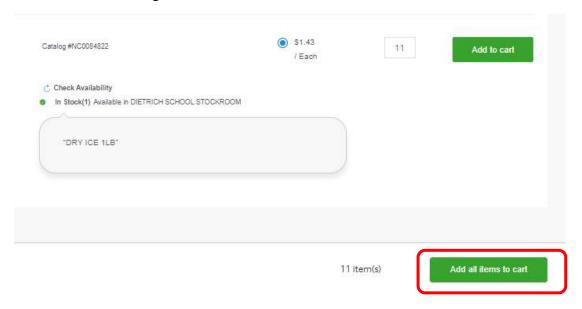
Enter the obtained quantity; add the quantity of dry ice you got by the whole pound. *If you only get* ½ *a pound then round up, and the next time you get a half pound you have already paid for it.* 

Click "add to cart" to do so.

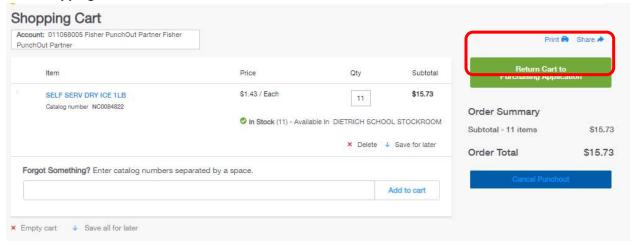
You can see the dry ice is added to your cart as it shows (11) on the "add to cart" green button. I added 11 pounds to my cart.



Scroll to the bottom right. Then click "Add all items to cart"



#### **Your Shopping Cart**



Verify the correct items are added to your cart.

Dry Ice is self-service, bringing a container to hold your dry ice is required:

DSS Stockroom Address: 326 Chevron Science Center

Hours: 7:30 a.m. to 5 p.m. Monday - Friday

http://researchservices.pitt.edu/dss-location-contact-information

Here is an excerpt from our <u>Stockroom Frequently Asked Questions</u> regarding DRY ICE and LIQUID NITROGEN.

To order dry ice and/or liquid nitrogen follow these steps:

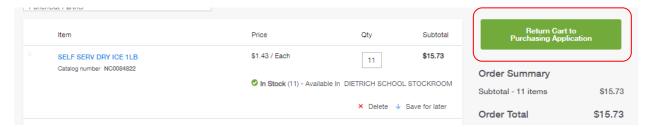
- 1. Go to the storage center for dry ice and liquid nitrogen.
- 2. Safely obtain the amount of product you need or is available for withdrawal (bring Personal Protective Equipment, appropriate containers for your cryogens).
- 3. Go to the kiosk, login to your PantherExpress System account, select the Dietrich School
- 4. Scientific Stockroom (DSS) Punchout and place an order for the amount of dry ice and/or liquid nitrogen you obtained (if you do not have access to PantherExpress, then note the amount obtained and have your department buyer make the purchase for you).
- 5. This is required for the tracking and management of these products and how your account will be charged.
- 6. Submit your order, secure the storage center, and return to your lab.

The PantherExpress System order will be approved by the appropriate account approver by next business day. You will receive an order confirmation, which will be for your records only since you already obtained your product.

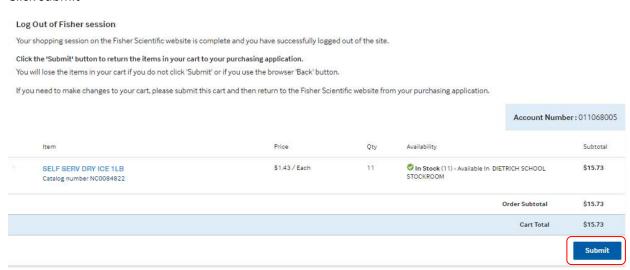
Q. Can I have Liquid Nitrogen and/or Dry Ice delivered to my lab?

A. No, these items are not ideal for next day shipping. Dry ice and liquid nitrogen evaporate and require insulated storage containers. Kelly Dry Ice is a University supplier in the PantherExpress System. Sources for liquid nitrogen include Pitt Cryogens and Matheson, both in the PantherExpress System. Pitt Cryogens is an internal (University) supplier for Liquid Nitrogen and Liquid Helium. Matheson is a contracted gas supplier in the PantherExpress System. Table of Contents

#### Click "Return Cart to Purchasing Application" to checkout in the PantherExpress System.



#### Click submit



Proceed to the "NOW IN PantherExpress" Section

21

# Ordering by Catalog number

# Option 2 a.

Alternatively, you can choose "Rapid Order by Catalog Number"

# Buying when you know the catalog Number

Welcome to the Dietrich School Scientific Stockroom (DSS), the unified operations of the former Biological Sciences and Pitt Chemistry Stockrooms. The DSS maintains a wide variety of scientific products including ethanol, for the convenience of researchers on campus. The stockroom is located in 326 Chevron Science Center, with hours of operation from 7:30 a.m. to 5 p.m. Monday through Friday. When approved by 4:30 p.m., most orders are available for pick up the same day or for next day delivery.



#### Did You Know?

The Dietrich School Scientific Stockroom carries the products most frequently purchased by the University of Pittsburgh research community. These include scientific consumables, chemicals, and office and janitorial supplies. Customers can pick up their orders at 326 Chevron Science Center or 120F Langley Hall/Garage.

Adding an External Note may delay your order. If you have a special request, please place your order and contact the DSS staff at 412-624-8551 with your PO number and request. Note: If an order error occurs, please do not modify the PO. The stockroom does not receive amended purchase orders.

#### **Ordering Tips**

The most efficient way to shop the Dietrich School Scientific Stockroom is to utilize **My Hotlists** or **Rapid Order by Catalog Number**.



For additional ordering help, refer to the Shared Research Support Services DSS Information page.

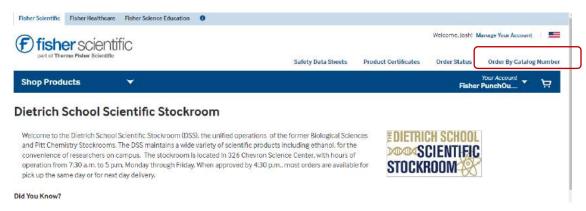
#### **Quick Links**

. University of Pittsburgh - Dietrich School Scientific Stockroom Catalog

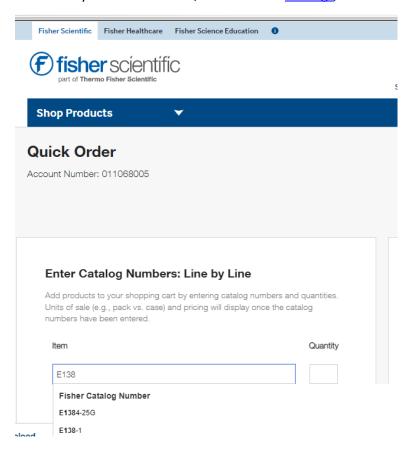
# Option 2 b.

Choose Order By Catalog Number also gets you to the same place.

Click the "Order By Catalog Number" link in the top right hand side of the DSS Stockroom punchout.



Please use your own order list, or look at the <u>catalogs</u>, then enter a stockroom part number.



Select the right instance of the number you type in.

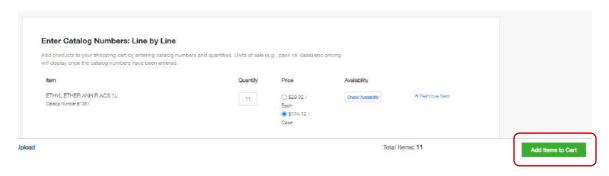
Select the correct unit, Each or Case for example.



Enter the quantity you need

# Enter Catalog Numbers: Line by Line Add products to your shopping cart by entering catalog numbers and quantities. Units of sale (e.g., pack vs. case) and pricing will display once the catalog numbers have been entered. Item ETHYL ETHER ANH R ACS 1L Catalog Number E1381 Quantity Price Availability In Stock (1) Each Estimated Delivery 04/19/2022 Available in DIETRICH SCHOOL STOCKROOM Check Availability

Repeat the steps, then "add the items to you cart"



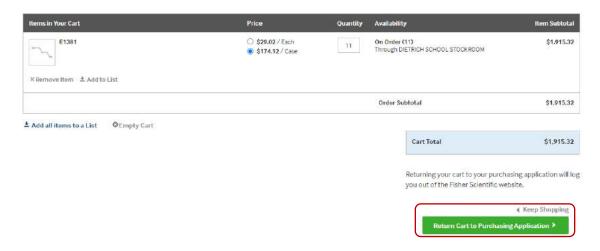
Review items in you cart then "return the cart to the Purchasing Application"

Continue adding items to your cart by Buying when you know the catalog Number

17

or

Click "Return Cart to Purchasing Application"



#### Click submit



NOTE: Shipping and handling charges will be calculated at time of shipment based upon your account's terms and conditions.

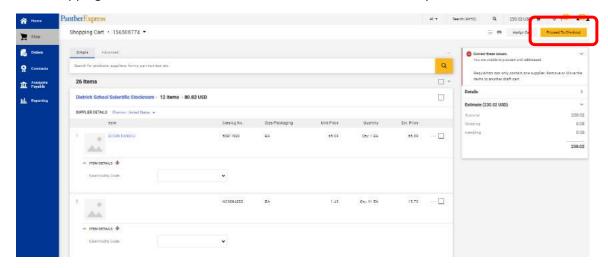
Proceed to the "NOW IN PantherExpress" Section

21

#### Finalizing your Shopping cart:

# NOW IN PantherExpress

Your shopping cart has been returned to the Internet Procurement System



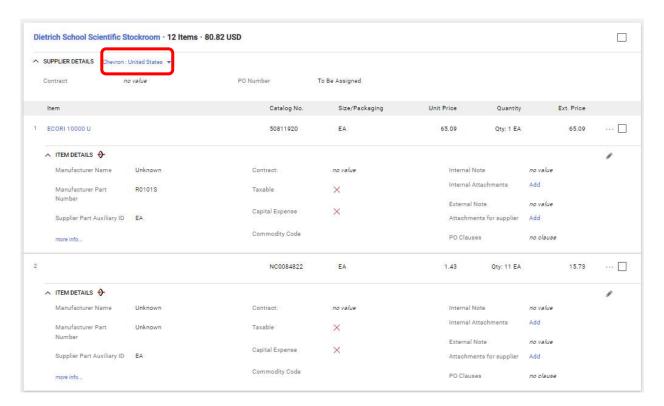
Click "Proceed to Checkout"

#### Adding an account number

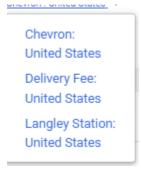


If required by your department, then click Edit on "Internal Notes and Attachments" to enter your account number. Please note you need to use the 6088 subcode when buying from the DSS Stockroom. 6088 means "Interdept Non-Overhead Bearing Supplies". You may need to get your account number activated and so you can email <a href="mailto:stockroom@pitt.edu">stockroom@pitt.edu</a> with your account number. Activation using the PRISM system takes 30 minutes to 1 hour Account is entered into PRISM.

Select shipping, or indicate you will pick up this item.



#### SUPPLIER DETAILS drop down menu options



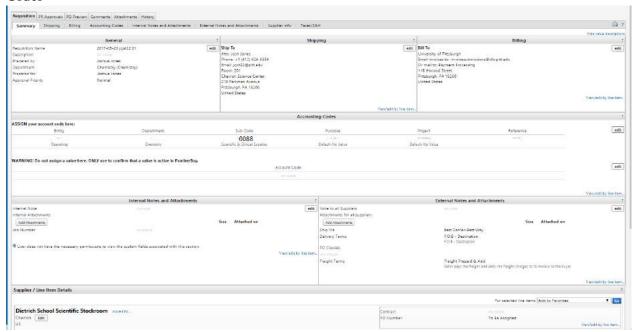
Delivery by Pitt drivers is the University's preferred method of transporting supplies to your laboratory. Since the University's preferred method is delivery, your order automatically includes the delivery charge (Delivery Fee: United States Option).

You can change the order to pick up, after your cart is returned to the PantherExpress System, click on "Return to Shopping cart." Underneath Dietrich School Stockroom, you will see "Delivery Fee: United States".

Click on "Delivery Fee: United States," then click "Chevron: United Stated" to pick up

your item in Chevron. You will not be charged the handling fee and your order will be available to pick up in room 326 Chevron Science Center. After your cart is returned to the PantherExpress System, in the Final Review | Requisition | Summary tabs at the bottom right you will see the Handling charge will be \$0. (Don't see the handling fee click "Proceed to checkout" and look at the right-side frame.)

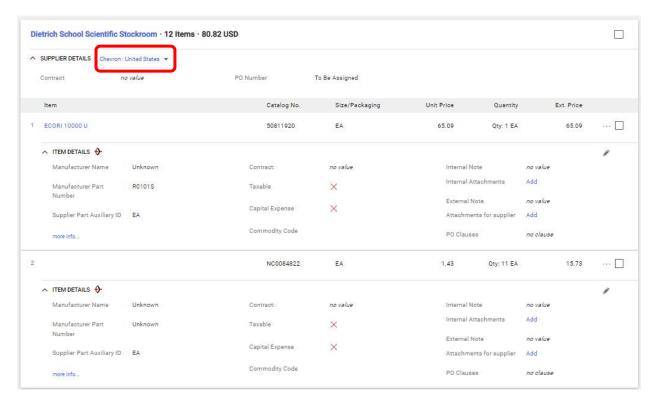
Please note there is a shipping fee, which will be noted as a Handling Fee on your Purchase Order



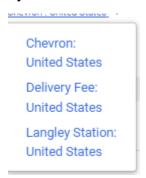
Select shipping, or indicate you will pick up this item.

You can change the order to pick up, after your cart is returned to the PantherExpress System, click on "Return to Shopping cart." Underneath Dietrich School Stockroom, you will see "Delivery Fee: United States".

Click on "Delivery Fee: United States," then click "Chevron: United Stated" to pick up your item in Chevron. You will not be charged the handling fee and your order will be available to pick up in room 326 Chevron Science Center. After your cart is returned to the PantherExpress System, in the Final Review | Requisition | Summary tabs at the bottom right you will see the Handling charge will be \$0. (Don't see the handling fee click "Proceed to checkout" and look at the right-side frame.)



We sell some items that are not easy to transport outside of the building. Here are a couple of real world examples of what. The DSS sells some items that are not easy to transport. These items are not available for delivery, but are sold in the Chevron Science Center complex for the research done there. These include a backup of high-pressure gas cylinders, for emergency use we call the Safety Net. Refills on 20 Liter acetone containers would require a 2-day turn around. Acetone is also sold from the DSS in other size containers. Dry ice and liquid nitrogen evaporate and require insulated storage containers. Kelly Dry Ice is a University supplier in the PantherExpress System. Sources for liquid nitrogen include <a href="http://researchservices.pitt.edu/facilities/pitt-cryogenics">Pitt Cryogens</a> (online at <a href="http://researchservices.pitt.edu/facilities/pitt-cryogenics">http://researchservices.pitt.edu/facilities/pitt-cryogenics</a>) and Matheson, in the PantherExpress System.



Submit your order



#### **Customer Service Contact:**

**DSS Main Page** 

(412) 624-8551 stockroom@pitt.edu

JCJ